## **Employment Application**

Name:					
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What is your means of transportation to work?
What are your computer skills?
What are your keyboarding skills? (wpm)
What is the most important quality you are looking for in your future job? Why?
OFFICE USE:
1. RELIABILITY
2. FOLLOW THE PROGRAM
3. ATTITUDE
4. PROBLEM SOLVE
5. SOLUTION DRIVEN
6. CLEAN/NEAT
7. TEAM FOCUSED
TRAINING:
1. VIDEOS 2. LISTEN
3. BOOK TRG
4. EVERY OTHER CALL
INTERVIEW INFORMATION: